

This *Letter of Agreement* between \_\_\_\_\_ (“the fiscal sponsor”) and \_\_\_\_\_ (“the applicant”) is entered into for the purpose of setting forth the terms of the relationship between the conduit and the applicant in connection with the **Queens Arts Fund** program administered by the **Queens Council on the Arts**.

This *Letter of Agreement* shall continue in force and be binding until such time as all grant monies are disbursed to the artist for the project as described in the **Queens Arts Fund Application** (“the project”).

The parties hereby agree to the following specific terms and conditions:

A. The fiscal sponsor agrees to:

- (i) receive, record and disburse the grant monies to the applicant, it being expressly understood that the grant monies are and shall remain the property of the applicant;
- (ii) refrain from making or imposing artistic decisions on the project or any substantive changes in the project, it being understood that artistic control and proprietary rights remain exclusively with the applicant;
- (iii) supply proof of not-for-profit status, indicated by one of the following:
  - a. registration as a 501(c)(3) organization of the Internal Revenue Service code;
  - b. registration under the NYS Board of Regents Charter, Section 216 of the Education Law;
  - c. registration with the Bureau of Charities;
  - d. section 402 of the Not-for-Profit Law; or
  - e. authorization letter from a unit of local government.
- (iv) complete the *Organization Information* section of the *Application Cover Sheet*
- (v) sign and date the *Cultural Services Contract* upon receipt.

B. The applicant agrees to:

- (i) credit the fiscal sponsor on all publicity, advertisements, and acknowledgements related to the project in the form of mutually agreed to by the parties;
- (ii) inform the fiscal sponsor in a timely manner of all substantive changes in the project, as originally described in the *Cultural Services Contract*, and
- (iii) assume all responsibilities and liabilities related to the successful and timely completion of the project, including the completion of required forms.

\_\_\_\_\_  
Fiscal Sponsor

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## **Fiscal Sponsor Information**

Any individual artist interested in applying to Queens Arts Fund may apply directly to the individual artists programs or they may use a fiscal sponsor to apply through organization program support. An organization must be a nonprofit to be eligible to apply as an organization. If the organization does not have its nonprofit status it may apply through a fiscally sponsoring nonprofit.

### ***What is a Fiscal Sponsor***

A fiscal sponsor is an organization that “sponsors” an individual artist or organization which does not have its own nonprofit status.

### ***Who is eligible to be a fiscal sponsor?***

Any nonprofit Queens organization which has been established for more than one year and has not applied directly to the New York State Council on the Arts within the last year or received more than \$2000 from the New York City Department of Cultural Affairs. An organization may serve as a fiscal sponsor for one artist or organization only.

### ***What does a fiscal sponsor do?***

A fiscal sponsor’s sole responsibility is to act as the fiscal conduit for QAF funds by distributing them directly to the artist.

A fiscal sponsor does not have any responsibility to control the artist’s work or their QAF application (unless offering administrative assistance)

### ***How can I find a fiscal sponsor?***

Brainstorm a list of every eligible organization you can think of. Then decide which ones are most appropriate for the kind of work you do. Which group do you already have a relationship? Do you have a contact at an organization? You will need to be able to convince the organization that your project is worthwhile participating in. One way to do this is to involve them in the project as part of the public service component. Projects that demonstrate a link with the community also have a better chance of receiving funding.

### ***Can a fiscal sponsor assist me in other ways?***

Establishing a relationship with a local organization can be mutually beneficial. They often have space available for rehearsals or for shows or have materials around that you can use in your work. They can be an invaluable resource when it comes to administrative support and building and audience for your work.